

# Tender Documents

**SELECTION OF EVENT MANAGEMENT AGENCY/FIRMS FOR  
ANNUAL FESTIVAL  
JAYADEV SAMAROH-2025**



**UTKAL SANGEET MAHAVIDYALAYA, BHUBANESWAR**  
Odia Language, Literature & Culture Department,  
Government of Odisha

*B. Kalubaty*  
*13/1/25*

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## BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Utkal Sangeet Mahavidyalaya, Bbsr Odia Language, Literature & Culture Department, Government of Odisha
2.	Method of Selection	Quality & Cost Based Selection (QCBS) on 70:30 weight age basis.
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of TENDER CALL NOTICE	14/01//2025
5	Last date for submission of Pre-bid queries through email to <a href="mailto:principalusm@gmail.com">principalusm@gmail.com</a>	27/01/2025 by 5 PM
5.	Date of Pre-Bid Meeting	17/01/2025 at 11 A.M.
6.	Last Date and Time for submission of Bid	05/02/2025 at 6 PM through Regd. Post/Speed Post/Courier/Directly Drop in Tender Box of this Office
7.	Date & Time for opening of Technical Bid and Presentation	06/02/2025 at 11.30 AM
8.	Date & time for opening of Financial Bid	06/02/2025 at 3.30 PM (Tentative)
9.	Tender Processing Fee (Non-Refundable)	6,000/-INR (Rupees Six thousand only) shall be transferred in the following SB Account <b>Name of the Account Holder:-</b> DDO, Utkal Sangeet Mahavidyalaya, Bhubaneswar <b>Name of the Bank &amp; Branch:-</b> State Bank of India, Govt. Treasury Branch, Bhubaneswar <b>SB Account Number:-</b> 11109327489 <b>IFSC Code :-</b> SBIN0009025 <b>Bank deposit slip to be submitted during tender paper submission.</b> <i>(Any kind of exemption/ relaxation is not applicable for this assignment)</i>
10.	Earnest Money Deposit (EMD) (Refundable)	<b>Rs. 51,000/-INR (Rupees Fifty One thousand)</b> in shape of Banker's Cheque / Demand Draft in favour of " <b>DDO, UTKAL SANGEET MAHAVIDYALAYA, BHUBANESWAR</b> " drawn in any scheduled commercial bank payable at Bhubaneswar. <i>(Any kind of exemption/ relaxation is not applicable for this assignment)</i>
11.	Performance Security	Performance Bank Guarantee amounting to <b>5% of the contract value</b> from a schedule commercial bank situated in Bhubaneswar in favour of <b>DDO, UTKAL SANGEET MAHAVIDYALAYA, BHUBANESWAR</b> as per the format at <b>Annexure-II</b> for a period of 3 months beyond the entire contract period.
12.	Place of Opening of Technical & Financial Bid:	<b>Conference Hall of Principal, Utkal Sangeet Mahavidyalaya, Lok Seva Marg, Unit-IV, Bhubaneswar</b>

For details, please visit: [www.usmbbsr.in](http://www.usmbbsr.in)

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## SECTION: 1

### LETTER OF INVITATION

TENDER CALL NOTICE No:- /USM

Dated:- 14.01.2025

Name of the Assignment: Selection of Event Management Agency for the ANNUAL FESTIVAL OF USM - JAYADEV SAMAROH-2025.

1. Principal, Utkal Sangeet Mahavidyalaya, Bhubaneswar, Odia Language, Literature & Culture Department, Government of Odisha (The Client) invites Tender from eligible bidders for "Selection of Event Management Agency for JAYADEV SAMAROH-2025". More details on the proposed assignment are provided at Section-3: Scope of Work of this TENDER CALL NOTICE.
2. Agency will be selected under **Quality & Cost Based Selection (QCBS)**.
3. The bid must complete in all respect as specified in the TENDER CALL NOTICE Document must be accompanied with a **Non-refundable** amount of **Rs. 6,000/- (Rupees Six thousand)** towards **Tender Processing Fee** and a **Refundable** amount of **Rs. 51,000/- (Rupees fifty one thousand only)** towards **EMD** failing which the bid will be rejected.
4. The last date and time for submission of Bid complete in all respects is **Dt. 05.02.2025 (06.00 P.M.)** and the date of opening of the technical **Dt.06.02.2025 (11.30 AM)** & financial bid is **Dt.06.02.2025 (3.30 PM) (Tentative)** in the presence of the bidder/ bidder's representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.12**). Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
5. This TENDER CALL NOTICE includes following sections:
  - a. Letter of Invitation [**Section – 1**]
  - b. Information to the Bidder [**Section – 2**]
  - c. Scope of Work [**Section – 3**]
  - d. Technical Bid Submission Forms [**Section – 4**]
  - e. Financial Bid Submission Forms [**Section –5**]
  - f. Annexure [**Section – 6**]
6. While all information/data given in the TENDER CALL NOTICE are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/specifications/narrations included in this document.
7. **The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete tender or part of it at any stage without assigning any reason thereof.**

Sd/-

Principal, Utkal Sangeet Mahavidyalaya, BBSR  
Odia Language, Literature & Culture Deptt.,  
Govt. of Odisha

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## SECTION: 2

### INFORMATION TO THE BIDDER

#### Pre-Qualification/Eligibility Criteria:

Bidders should conform to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical Bid:

Sl. No.	Eligibility Criteria	Documents Required For Pre Qualification
1	The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organizations for at least <b>05 years</b> as on 30 <sup>th</sup> November 2024.	1. Proof of Certificate of Incorporation / Registration of the Agency/ 2. Copy of PAN 3. Copy of Goods and Services Tax Identification Number (GSTIN). 4. Updated GST clearance in GST 3B Form
2	The agency should have an average annual turnover of <b>Rs. 40.00 lakh (Rupees Forty lakh only)</b> from Event Management Services during the last three financial years ( <b>2021-22, 2022-23 &amp; 2023-24</b> ).	Copies of audited balance sheet for the last three financial years and CA certificate certifying that the Event management agencies should have an average annual turnover more than <b>Rs. 40.00 lakh (Rupees Forty lakh only)</b> during the last three financial years from Event Management Services in India. Provisional Audit Report of any of the FYs will not be accepted.
3	Experience of having successfully completed similar works during <b>last three years (2021-22, 2022-23 &amp; 2023-24) should be either of the following.</b>  i. Three Similar [Event Management works for National / State/ District Level Programs/Festivals] completed works / assignments costing not less than the amount equal to Rs. 10 lakhs (Rupees ten lakhs) each OR  ii. Two similar works costing not less than the amount equal to Rs.15.00 Lakhs (Rupees fifteen lakhs) each OR  iii. One similar works costing not less than the amount equal to Rs.35.00 Lakhs (Rupees thirty five Lakhs) each	Work orders/ Contract Document/ Completion of Work Certificates from the previous Clients to be submitted.
4.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed at Tech-5.
5.	Bidders participating in the tender must be registered under Odisha GST (OGST) Act.	Copy of the OGSTIN
6.	Bidder must have registered office in Odisha	Copy of electricity bill/ telephone bill/ rent agreement
7.	The Bidder should have positive net worth in the last financial year (FY 2023-24)	Certificate from a Chartered Accountant

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### **Documents to be submitted along with TECHNICAL BID (PART-A):**

The bidders have to furnish the following documents duly signed in along with their Technical Bid:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the tender process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation/ Registration of the agency.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of Updated GST Clearance Certificate.
- General Details of the Bidder (**TECH – 2**)
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
- List of completed assignments of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts / work orders / completion certificate from previous clients.
- Self-Declaration from the Bidder on not blacklisted (**TECH-5**)
- Bidder should have positive net worth in the last financial year (FY 2023-24) (**TECH – 6**)
- Presentation of design of proposed assignment to be submitted with PDF and same to be presented in ppt mode at the time of opening of technical bid (**TECH-7**)

**NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.**

#### **1. Tender Processing Fee :**

The bidder must furnish as part of technical Bid, the required bid processing fee amounting to **Rs. 6,000/-** (Rupees Six thousand only) shall be transferred in the following SB Account. The bank deposit slip is to be submitted as part of the technical bid of tender document.

**Name of the Account Holder:** - DDO, Utkal Sangeet Mahavidyalaya, Bhubaneswar

**Name of the Bank & Branch:** - State Bank of India, Govt. Treasury Branch, Bhubaneswar

**SB Account Number:** - 11109327489

**IFSC Code:** - SBIN0009025

Bids received without tender processing fee will be rejected.

#### **2. Earnest Money Deposit (EMD) :**

The bidder must furnish, as part of the technical Bid, an Earnest Money Deposit (EMD) amounting to **Rs. 51,000/- (Fifty one thousand only)** in shape of DD/BC from any scheduled commercial bank in favour of "DDO, UTKAL SANGEET MAHAVIDYALAYA, BHUBANESWAR" payable at Bhubaneswar.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after successfully completion of the work. The EMD will be forfeited on account of the following reasons:

- ☐ Bidder withdraws its Bid during the bid validity period as specified in TENDER CALL NOTICE
- ☐ Bidder does not respond to requests for clarification of its Bid.
- ☐ Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- ☐ If the bidder fails to
  - agree to decisions of the contract negotiation meeting
  - sign the contract in time
- ☐ Any other circumstance which holds the interest of the Client during the overall selection process.

#### **3. Performance Bank Guarantee: -**

Within 3 days of notifying the acceptance of proposal for the award of Contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **5% of the contract value** from a Scheduled Commercial Bank situated in Bhubaneswar in favour of "DDO, UTKAL SANGEET MAHAVIDYALAYA, BHUBANESWAR" as per the format at **Annexure-II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the entire PBG

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amount. The PBG shall be released immediately after three months of expiry of Contract provided there is no breach of Contract on the part of the qualified bidder. No interest shall be paid on the PBG.

**4. Pre Bid Meeting:**

A Pre-Bid meeting will be organized by Utkal Sangeet Mahavidyalaya, Bhubaneswar to address the queries relating to the overall selection process and scope of the work. The Pre-Bid meeting will be held on **Dt.17/01/2025 (12:00 Noon)** at Conference Hall of Utkal Sangeet Mahavidyalaya, Bhubaneswar. The client will address the queries submitted by the bidders. Representatives (Maximum 2 member from each bidder) with due authorization letter are allowed to attend the meeting. The Bidder may request a clarification of any part of the Tender Call Notice prior to the last date for submission of queries through email, as indicated in the Bidder's Data Sheet. The Client's responses to Bidder queries will be made available to all Bidders and shall be uploaded on the Client's website. It shall be the Bidder's responsibility to check the Client's website for the responses to the queries or requests for clarification.

**5. Submission of Bid :-**

The bid paper should be submitted through Registered Post/Speed Post/ directly drop in the tender box of this institution.

**6. Process of the Bid:**

A THREE stage process will be adopted as explained below for evaluation of the Bids.

**Pre-qualification (1<sup>st</sup> Stage):** Pre-qualification Bid will be opened and observed the requisite documents as per the listed documents:

1. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
2. Copy of Certificate of Incorporation/ Registration of the agency.
3. Copy of PAN
4. Copy of Goods and Services Tax Identification Number (GSTIN).
5. Copy of Updated GST Clearance Certificate.
6. Copy of EPF/ESI Registration Certificate.
7. Experience of having successfully completed similar works during last three financial years (2021-22, 2022-23 & 2023-24) should be either of the following.
  - a. Three Similar [Event Management works for National/ State/ District Level Programs/festivals] completed works/assignments costing not less than the amount equal to Rs. 10 lakhs (Rupees ten lakhs) each OR
  - b. Two similar works costing not less than the amount equal to Rs.15.00 Lakhs (Rupees Fifteen Lakhs) each OR
  - c. One similar works costing not less than the amount equal to Rs.35.00 Lakhs (Rupees thirty five Lakhs) each
8. Financial Statement of last four year and the agency should have an average annual turnover of **Rs. 40.00 lakh (Rupees Forty lakh only)** from Event Management Services during the last three financial years **(2021-22, 2022-23 & 2023-24)**.

**Technical Evaluation (2<sup>nd</sup> Stage):** Technical Bid will be opened and evaluated. The Bids will be evaluated as per the following parameters:

Technical Bid Evaluation Parameters	Maximum Mark	Documents Required
1. Number of Similar Assignments undertaken / completed during last three years <b>(2021-22, 2022-23 &amp; 2023-24)</b> (Past Experience of handling Event Management Assignments of similar nature for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organizations) <ol style="list-style-type: none"> <li>a. Three Similar [Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs. 10 lakhs (Rupees ten lakhs) each = <b>10 marks</b> OR</li> <li>b. Two similar works costing not less than the amount equal to Rs.15.00 Lakhs (Rupees fifteen Lakhs) = <b>15 marks.</b> OR</li> <li>c. One similar works costing not less than the amount equal to Rs.35.00 Lakhs (Rupees thirty five Lakhs) each = <b>20 marks</b></li> </ol>	<b>20</b>	Work orders/ Contract Document/ Completion of Work Certificates from the previous Clients to be submitted.

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2. Financial Statement of last four year and the agency should have an average annual turnover of <b>Rs. 40.00 lakh (Rupees Forty lakh only)</b> from Event Management Services during the last three financial years <b>(2021-22, 2022-23 &amp; 2023-24)</b> <b>(Scoring pattern: &lt;= 40 Lakh =10 marks, Above 40 Lakhs = 20 marks.)</b>	<b>20</b>	Audited Financial Statements
3. The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organizations for at least <b>10 years</b> as on 30 <sup>th</sup> November 2023. <b>(Scoring pattern: &gt;10 years &lt;15 years = 10 marks, More than 15 years = 20 marks.)</b>	<b>20</b>	Work orders showing the agency having experience of minimum 10 years
4. <b>Technical Presentation</b> (The score will be awarded by committee based on the technical and experience aspects) a. Theme Based presentation b. Best one event from past experience c. Innovation and Creativity for this event. d. Details day wise cultural programme plan.	<b>40</b>	
<b>Grand Total</b>	<b>100</b>	
<b>Qualifying Mark for Opening of Financial Bid</b>	<b>70</b>	

Bidders will make a presentation before the client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the concerned bidders during pre-bid meeting. The financial Bids of the technically qualified bidders will be opened on same day (Tentative). Hence, the bidders should make themselves available for the same. **The bidder whose technical Bid secures a score above the minimum qualifying mark of 70 and above in the technical evaluation stage will be qualified for opening of the financial Bid.**

**FINANCIAL EVALUATION (3<sup>rd</sup> Stage):** The financial Bids of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative. The Financial Bids in respect of the selected agency in achieving the bench mark score of **70 Mark** in "Technical Bid" would be opened on the scheduled date & time.

#### 7. Evaluation of the Proposals:

**The mode of evaluation is Quality cum Cost Basis selection (QCBS). In the Tender, the technical proposal carries 70 % weightage and the financial proposal carries 30 % weightage.**

##### I. Technical:

The bidder scoring minimum 70 marks out of 100 marks will be eligible and the secured mark will be assigned as Technical Quote (TQ). Then the Technical Score (TS) will be arrived as follows:

$$TS = \frac{TQ \times 70}{100}$$

##### II. Financial

The bidder quoting the lowest price will be assigned as Lowest Financial Quote (LFQ). Then the price of other financial bids quoted by other different bidders will be assigned as Financial Quote (FQ). The Financial Score (FS) will be arrived as follows:

$$FS = \frac{LFQ \times 30}{FQ}$$

The agency having a maximum total score of the Technical Score (TS) and the Financial Score (FS) combine together will be selected.

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**8. Award of Contract:**

The Client will notify the successful bidder in writing by issuing an offer letter / work order. *Sub-contracting is not allowed under this assignment.*

**9. Other Terms & Conditions**

**a. Date & Venue of Annual Festival**

Name of the Event	Date	Preparatory completion date	Venue
JAYADEV SAMAROH-2025	12 <sup>nd</sup> February 2025 – 15 <sup>th</sup> February 2025	11 <sup>th</sup> February 2025 (10 A.M.)	Utkal Mandap, Unit-IV, Bhubaneswar

- b. The stage should be well prepared and completed with light and sound as per the specification on 11<sup>th</sup> February 2025 at sharp 10:00 A.M. for rehearsal of different department who will perform on the event dates.**
- c. A dedicated staff from the successful bidder (event management team) will sit at the coordination cell throughout the event for proper coordination.
- d. Event wise separate/over all work order/ purchase order will be issued in favor of the approved bidder by Principal, Utkal Sangeet Mahavidyalaya, Bhubaneswar for Jayadev Samaroh-2025.
- e. Design for Hoardings, Standees, Invitation Card, & Other publicity materials will be given by Principal, Utkal Sangeet Mahavidyalaya, Bhubaneswar.
- f. Advertisement & Publicity materials will be printed and installed by the selected Event Management agency as per the design given by Principal, Utkal Sangeet Mahavidyalaya, Bhubaneswar.
- g. The firm should submit the documents in duplicate like **Registration Certificate**, Experience certificate for execution of similar nature of work should be enclosed.
- h. There should not be any over writing/correction in the tender. If a figure is to be amended, it should be neatly scored out and then revised figure should be written above and the same attested with full signature and date. In the absence of attested signature, the tender is liable to rejected.
- i. If the Event Management Firm fails to supply the necessary items or execution of the required works within the time stipulated the letter of acceptance by the undersigned, the undersigned shall be at liberty to procure/hire the items from the market or get the rest of the contract completed by any other person or firm and the difference of the price, if any shall be deducted from the performance security deposit fees and in case any amount excess of the security deposit is paid by the undersigned and the Event Management Firm shall be liable to pay this amount.
- j. The quantity of items indicated in the attached statement may be increases or decreases at the discretion of the undersigned without assigning any reason thereof.
- k. Supply of necessary items or execution of different required works related to event would be subject to an inspection by the undersigned or representatives and are liable to be rejected if the articles supplied /execution of works are not according to approved samples or do not confirm to the specification prescribed.
- l. Principal, Utkal Sangeet Mahavidyalaya, Bhubaneswar will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
- m. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
- n. It shall be responsibility of the successful agency to obtained requisite permission for DCP, ACP-Traffic, BMC and other statutory bodies for permission for organization of the event and Installation Publicity materials during the event.
- o. The rate offered by the agency shall be excluding of GST & Other Taxes.
- p. The rate should excluding GST and GST as per Govt. rules shall be paid extra as per the applicability in respect of the supplies/execution of different works as required for the events. The Mahavidyalaya shall not pay freight etc.
- q. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be

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treated as non-responsive and rejected.

- r. The bidder has to quote the rate as per the given format.
- s. Upon selection, the Agency shall furnish to the Client, a performance security of the amount mentioned above, on or before execution of the Contract to secure the due performance of the obligations of the Agency under the Contract. Exemption of Performance Security is not applicable. The agency should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
- t. Non-submission of any document required indicated in the Tender Call Notice will render the Bid to be rejected.
- u. The authority is not bound to accept the highest scorer and reserve the right to reject any or all quotations and tenders without assigning any reasons thereof.

#### **10. Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditor, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - Criminal offence or other serious offence punishable under the law of the land, or where They have been found by any regulatory or professional body to have committed professional misconduct;
  - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

#### **11. Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommendation for award of contract, will result in the rejection of the Bid.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

#### **12. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

#### **13. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt. of India. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty of **3% of the total contract value**. The amount will be deducted from the subsequent payment.

#### **14. Client's right to accept any Bid, and to reject any or all Bid(s)**

The Client reserves the right to accept or reject any Bid, and to annul or amend the bidding / selection / evaluation process and reject all Bids at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/

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by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Bids have been opened and the highest ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

**15. Number of Bids:**

Each Bidder shall submit only one (1) Bid, in response to this TENDER CALL NOTICE. Any Bidder who submits or participates in more than one Bid shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process.

**16. Advances**

No advances will be given to the successful bidder during the period of Jayadev Samaroh-2025.

**SECTION: 3**  
**SCOPES OF WORK**

**About the Event – JAYADEV SAMAROH-2025**

The Utkal Sangeet Mahavidyalaya, Bhubaneswar, a Govt. College of Music, Dance & Drama under administrative control of Odia Language, Literature & Culture Department, Government of Odisha is going to organize its 58<sup>th</sup> Annual Festival “**JAYADEV SAMAROH-2025**” to be held from **12<sup>th</sup> February 2025 to 15<sup>th</sup> February 2025** at the **Utkal Mandap, Bhubaneswar** like previous years.

The 58<sup>th</sup> Annual Festival of Utkal Sangeet Mahavidyalaya, Bhubaneswar i.e. Jayadev Samaroh-2025 will be organized to create enthusiasm among the students of this institution to perform on stage in presence of different artists and public. It is the day to acknowledge the hard work, practice and dedication of our students as well as teachers towards growing their knowledge in the field of classical Music, Dance, Drama and instrumental music. The annual festival of Utkal Sangeet Mahavidyalaya i.e. Jayadev Samaroh builds confidence among the budding artist to cultivate their born quality of performing in an artistic environment on different stages of state level, national level and aboard.

**The Event Management Agency Should Provide the Following Services**

**Supply of necessary items and execution of different required works on the eve of celebration of Jaydev Samaroha-2025 (USM Annual FEST) by the Utkal Sangeet Mahavidyalaya, BBSR from 12/02/2025 to 15/02/2025 (4 Days) at Utkal Mandap, BBSR.**

1. Theme based Box Entrance Grates.
2. Pathway decoration set.
3. Ambiance Decoration Lights and USM Building & Lawn Lights.
4. VIPs & general sitting arrangements with Carpeting and Stage arrangement for the Guests.
5. Printing Materials (Invitation Cards with envelopes, Standi & Hoarding etc.).
6. Flower decoration (both natural & artificial flowers) and Bamboo Bouquets for the Guests.
7. Local Transportation (Arrangement of Bus & Fuel for pickup and drop the boarders of Boys & Girls Hostel and arrangement of Cars for pickup and drop the Guests/Accompanists).
8. Providing Generator with fuel
9. Video and still photos coverage with photo albums
10. Deployment of security and sweeper
11. Refreshment for Artists, Guests, Students, Staff and Media Personnel for the 04 event days, Special Refreshment/Snack items for the Guests for 04 event days and Tiffin packets for the Participants with Accompanist hands for 03 rehearsal days.
12. Anchoring Charges
13. Necessary arrangement for opening day chorus (Octopad, Keyboard)
14. Department wise requirements for organizing cultural program such as providing/hire of makeup men, ornaments, costume, makeup, Light designers for Odissi Dance & Chhow Dance programmes, and set and hand properties for Drama production, hire of Accompanists for cultural programs etc.
15. Lights requirements for Stage, special lights for Odissi Dance, Chhow Dance and Drama Programme
16. Sound requirements for stage for organizing Cultural Programme.
17. Backdrops on Stage & LED Wall.

*B. Babu*  
18/11/25

Supply of necessary items & execution of different required works on the eve of celebration of Jaydev Samaroha-2025 by Utkal Sangeet Mahavidyalaya, BBSR from 12/02/2025 to 15/02/2025 by Utkal Sangeet Mahavidyalaya at Utkal Mandap.

Sl. No.	Name of the Works	Specification of the works with requirements
1.	Theme based Box Entrance gates	1) USM campus main entrance gate-1 no 2) USM building main entrance gate-1 no 3) Utkal Mandap Main Entrance Gate-1 no 4) Utkal Mandap Auditorium Entrance Gate-1 no. 5) Between the premises of USM and Utkal Mandap Middle Gate-1 no. (It should be decorated with Odishan horizon and temple culture carving works like fiber thermo cool, dry grass, plaster paris and ply batten & crafts materials)
2.	Path way decoration Set	1) USM Main Entrance gate to USM Main Building entrance gate 2) Utkal Mandap Main Entrance Gate to Auditorium Entrance Gate (it should be decorated with Odishan horizon and temple culture carving works like thermo cool, dry grass plaster paris and ply batten & crafts materials) 3) Multi Colour Flags -40 nos.
3.	Ambiance Decoration Lights & USM Buildings, Lawns etc. Lights	1) Palco Lights-100 nos. 2) Rope Lights as per actual required for the USM building. 3) City Scan(6 nos.) and LED chain lights(200 nos.) for building & lawn, 4) Pipli Lanthan Lights-200 Nos. (Around the premises of USM & Utkal Mandap Auditorium), 5) Green Metal Halogen Lights-25 Nos. (For Trees), 6) Lighting for 5 Ethnic designed gates
4.	VIPs & General Sitting arrangement. Carpeting and Stage arrangements for guests and scholar students of 10 Department	1) VIP Sofa with Covers -15 nos. (3 Seaters) 2) Centre Table – 6 nos. 3) Banquet Chairs (VIP) with Covers-100 Nos. 4) Red synthetic carpeting on the 6,000 sqr feets areas 5) Stage arrangement for Guests (Providing of Canvas Folders, Pens, Letter Pads, Uttariya for 20 Guests, Momento, Bookey, Uttariya for 10 Nos. of awardees, Chairs, Tea poy, white Bed sheets and Towels, Salita, Ghee & Candles etc.) 6) Fibre Dustbin (Big Size)-10 Nos. 7) Plastic chairs with good quality-1000 Nos. (including transportation charges) 8) Gallery Ceiling-6000 Square feets
5.	Printings Materials (Invitation Card, Standi, Hoarding)	1) Invitation Cards with Envelopes-300 Nos. each with designing for 4 sides 2) Standi-15 Nos (size-6 x 3) 3) Hoarding-4 Nos (Size-16 x 10)
6.	Flower Decoration (Natural & Artificial Flowers) and Bamboo Bouquets	1) Flowers decoration for Stage(Front), as per actual required 2) Flower decoration for 5 Gates, Statues, God Place and Diya(Deepa) place, as per actual required 3) Meeting Tables & Podium decoration etc. 4) Non seasonal flower plant with Bamboo Bouquets-20 nos. 5) Flower Pots with flowers-40 nos
7.	Local Transportation	1) Arrangement of fuels for College Bus to pick up and drop the Boarders of the Boys' and Girls' Hostel – 100 Kms per day. 2) Arrangement of Swift Dzires for Guests/Accompanists
08.	Providing of Generator	1) 125kw DG with Fuel (For 04 days)
09.	Video and Still photo coverage including photo Album for 4 days	1) Videography-2 Nos. Camera(Good Quality) 2) Still Photography-2 nos. Camera(Good Quality)

*L. Kalanaj*  
13/11/25

10.	Deployment of Security & Sweeper	1) Deployment of Sweepers- 4 Nos. (12/02/2025 to 15/02/2025 and 6 A.M to 10 P.M.) 2) Deployment of Security Guards-04 Nos. (12/02/2025 to 15/02/2025 - 24 hrs)
11.	Refreshment for Artists, Guests, Students & Staff, Media personnel etc. On programme days and rehearsal days. Special refreshment/snack items for Guests for 4 days	1) Tiffin pkts-250 Pkts. (For 03 rehearsal days -750 Pkts.) 2) Tiffin pkts-700 Pkts. per day for the Participants, Staff, Students & Media Personnel for 4 programmed days each (Including mineral 200 ml. Water bottles-2800 Nos.) 3) Special Refreshment for Guests for Program day - 20 pkts. each day) 4) Tea per day- 150 Nos. 5) Coffee per day-50 Nos. (Statement Attached below)
12.	Anchoring Charges	Anchors with good presentation and speaking quality (Odia, English) for 3 days. Mrutyunjay Rath, Madhumita Mohanty, Srinibash Ghatuary
13.	Necessary arrangement for opening day chorus	Hiring of Music players in the field of Octopad, Keyboard as per requirement
14.	<b>Department wise requirements for Cultural program :-</b> Providing/hire of makeup men, ornaments, costume, makeup, Light designers, set and drama properties for Drama Production, Odissi Dance & Chhow Dance programmes. Hiring of Accompanists for Hindustani Violin and programmes.	<b><u>Drama "Bhagabata Janma" Total character-35 Nos &amp; Nos. of Scene-17:-</u></b> i) Scripts (84 Pages) – 12 Copies ii) 11 Songs to be recorded with singer charge & studio charge iii) <b><u>Costume, ornaments &amp; make up items:-</u></b> Jagannath Das-01 No., Radha-01 No., Padmabati-01 No., Paramananda (Radha's Father)-01 No, Srota Mandali-07 Nos, Gayak- 01 No, Gopi Gana-07 Nos., Jogamaya (Durga)-01 No, Abadhan-01 No, Brahmana Gana-05 Nos., Sisu Jagannath-01 No., Ratha Sharma(Sri Mandir Pujak)-01 No., Dadni Mishra (Sri Mandir Pujak)-01 No., Krushna-01 No., Prataprudra Dev(King)-01 No., Govinda Vidyadhar (Senapati)-01 No., Chaitanya-01 No., Madha Das (Chaitanya Disciple)-01 No., Dibakar Das(Jagannath Anugatya)-01 No., Balaram Das-01 Nos., Dasa Avatar-10 Nos. iv) <b><u>Set Props:-</u></b> Rajabati-01 No., Chalaghara -04 Nos., Shree Mandir-01 No., Mukti Mandap-01 No., Shree Mandir Premises and other requirements as per stage necessity. v) Light Designers-01 No. vi) Music Director-01 No. vii) Sound Operator-01 No. viii) Make up Man-01 No. ix) Costume-05 Nos. <b><u>Chhow Dance- "Tamudia Krushna" Total-12 Nos. of Chhow Dancers:-</u></b> i) <b><u>Ornaments:-</u></b> Side Mukuta(Male)-04 Nos., Side Mukuta (Female)-04 Nos., Radha Mukuta-01 No., Krushna Mukuta-01 No., Head Lace (male)-04 Nos., Head lace (Female)-04 Nos., Kanafula-10 Nos., Gungura-10 Pairs, Neck Chicko and Hara-10 Nos., Kesi (male)-05 Nos., Antapati-10 Nos., Banshi-05 Nos. ii) <b><u>Costumes :-</u></b> Ghagra-05 Nos., Radha (Green Colour)-01 No., Sakhi-04

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13/11/25

		Nos., Sakha (Red Dhoti)-04 Nos., Krushna (yellow)-01 No. iii) Make up items for above 12 Nos. of Artists iv) Light Designer-01 Nos. v) Musicians: Mahuri, Dhola, kadka, Dhumsa, Flute <b>Odissi Dance:- Total-15 Nos. of Dancer</b> i) Make Up of 15 Nos. of artists ii) Light Designer-01 No. <b>Tabla:-</b> i) Harmonium Accompanist-01 No. ii) Manjira-01 No. iii) Tarang-01 No. <b>Flute/Violin/Sitar:-</b> i) Accompanists- Synthesizer-01 No. Octopad-01 No Harmonium-01 No.
15.	The light arrangement for the stage will be done as per the requirement of the artist. A tentative specifications of the light and sound arrangement for the stage is given below	1) Building Top roof Sharpy Moving Light -10 Nos. 2) Building Top Roof Strip Light- 2000 Feet 3) Sharpy Light for Stage -10 Nos. 4) Palco Light-100 Nos (64 Bulbs). 5) CO 2 Light-6 nos. Odissi Dance and Drama programmes 6) General PAR 64 Light-60 Nos. with GEL 7) Beam Light-8 nos. 8) Haze (Smoke) Machine-4 Nos. 9) Two side Rustom (20 ft. Height) lights at stage left and right 10) Blender with Colour-12 nos. 11) Multi Twenty with Burn Doors-8 nos. 12) Profile Light (56/36/19 Degree)-20 Nos. 13) Supply of Fire Extinguishers-5 nos. 14) PC Lights-20 Nos. (For Drama Play)
16.	The sound arrangement for the stage will be done as per the requirement of the artist. A tentative specifications of the light and sound arrangement for the stage is given below	1) Linery sound JBL Original Big Size(at Stage left & right) 2) Top JBL with good quality-8 nos 3) Double Low with good quality-4 nos. 4) Stage Monitor-08 nos. 5) Stage Filer-4 nos. 6) 48 Chanel sound mixture machine- 1 no. (Digital) 7) Cordless Microphone-6 nos (Sennheiser/Shure brand) 8) Podium Microphone-2 nos. (Sennheiser/Shure brand) 9) Podium Light-1 no. 10) Micro Phone-40 (Sennheiser/Shure brand) 10) Small Microphone Stand-20 nos. 11) Big Microphone Stand-20 nos 12) Snake Cable- 2 Nos (60 mtrs, each). 13) Sound boys on stage -4 nos 14) Cordless Lapple Mic- 15 nos. (For Drama Production) 15) Ground Microphone Fantom -8 nos. (High Frequency) 16) CD/DVD Player-1 no. 17) Effect Processor-01 No.
17.	Backdrops on Stage & LED Wall	1) Ethnic temple culture (Odisha Art & Culture) with craft materials 3 dimensional multiple box set with Carving. 2) Entry and Exit Stage Gates-02 Nos. 3) Riser-3 ft height x 2 ft. Width x 8 ft length-06 Nos. 4) Riser- 1% ft. Height x 2 ft. Width x 8 ft. Length-06 Nos. 5) Riser-0.6 inches height x 2ft width x 8ft length-06 Nos. 6) LED Wall – 20 ft x 10 ft 1 no. (Model P3 Day & Night)

*B. K. Das*  
13/1/23

Statement showing the list of students participated in 10 Nos. of Department on the eve of Annual Festival of Utkal Sangeet Mahavidyalaya, Bhubaneswar i.e. Jayadev Samaroh-2025 from 12/02/2025 to 15/02/2025 at Utkal Mandap, Bhubaneswar and Tiffin to be provided to the participants on each rehearsal day (03 days) before Program day and Program Day.

Sl. No.	Name of the Department	No. of Participants
01	Drama	50
02	Odissi Dance	40
03	Chhow Dance	16
04	Tabla	25
05	Odissi Pakhwaj	14
06	Odissi Vocal	35
07	Hindustani Vocal	42
08	Flute	10
09	Violin	10
10	Sitar	10
	<b>Total Participants</b>	<b>252</b>

**Refreshment for the above participants on Rehearsal Days :-**

260 Pkts. x 03 Days = 780 Pkts.  
(Bada-1 Pc, Samosa-1Pc, Alu Chop-1Pc, Vegetable Chop-1Pc & Sweet-1 Pc.)

**Refreshment for the Program Days :-**

600 Pkts. x 04 Days = 2400 Pkts.  
(Varieties to be changed on every day)

**Special Refreshment for Guest for 04 Days (Monginis & Mio amore) :-**

25 Pkts. x 04 Days = 100 Pkts  
Items : (Three layer sandwich with Ketchup, Veg Cutlets, Sweet-Kaju Borfi/Milk Cake & Dry foods)

*B. Subudhakar*  
B/1/28

**SECTION: 4**  
**TECHNICAL BID SUBMISSION FORMS**

**TECH -1**  
**COVERING LETTER**

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

The Principal  
Utkal Sangeet Mahavidyalaya,  
Odia Language, Literature & Culture Department,  
Government of Odisha, Bhubaneswar.

**Sub: Selection of Event Management Agency for JAYADEV SAMAROH-2025 [TECHNICAL BID]**

Dear Sir,

I, the undersigned, offer to participate in the selection process for \_\_\_\_\_ in accordance with your Request for Bid No.: \_\_\_\_\_, dated \_\_\_\_\_. We are hereby submitting our Bid, which includes Technical Bid and Financial Bid (Separately).

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the TENDER CALL NOTICE document. In case any provision of this TENDER CALL NOTICE are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our Bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_

*B. Behera*  
23/11/25



**TECH -2****Bidder's Organization (General Details)**

Sl No.	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel : Fax: Email id :	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Bhubaneswar</b> <b>If Yes, Please furnish contact details</b>	Yes / No
6	<b>Bid Processing Fee Details</b> Amount : BC/DD No. : Date: Name of the Bank:	
7	<b>EMD Details</b> Amount : BC/DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the scope of work of the TENDER CALL NOTICE	YES
11	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	YES

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

*B. Behera*  
18/11/23

**TECH -3**

**Bidder Organization (Financial Details)**

Financial Information in INR			
Details	FY 2021-22	FY 2022-23	FY 2023-24
Turnover from Event Management Services (in Cr/ lakh)			
<b>Supporting Documents:</b>  Audited certified financial statements for the last four FYs ( <b>2021-22, 2022-23 &amp; 2023-24</b> ) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional audit report for any of the FYs will not be accepted.  <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</i>			

\_\_\_\_\_  
**Signature and Seal of the Company Auditor with Date in original**

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

[NB: No Scanned Signature will be entertained]

*R. Kalishetti  
BIBS*

**TECH – 4**

**(BIDDER'S PAST EXPERIENCE DETAILS)**

**Table -1 (List of completed assignments only of similar nature during last 3 years)  
(FY 2021-22, 2022-23 & 2023-24)**

Sl. no.	Period	Name of the Assignment with details there of	Name of the Client with complete address	*Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

*Note: Bidders are requested to furnish the list of the assignments undertaken during the last four year as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creative from each assignment.*

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

*R. Balasubramanian*  
B11/25

**TECH - 5**

**FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED**

**Affidavit**

I M/s. ...., (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/ chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for the work of PRINCIPAL, UTKAL SANGEET MAHAVIDYALAYA, BHUBANESWAR would be liable for rejection incase any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated this .....Day of....., 2025

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

Signature : \_\_\_\_\_

*B. Kalita*  
*B/1/25*

**SECTION-05**  
**FINANCIAL BID SUBMISSION FORMS**

**FIN-1**

**COVERING LETTER (In Bidders Letter Head)**

[Location, Date]

To

**The Principal**  
**Utkal Sangeet Mahavidyalaya,**  
**Odia Language, Literature & Culture Department,**  
**Government of Odisha, Bhubaneswar.**

**Sub: Submission of Financial Bid for Event Management Services of JAYADEV SAMAROH-2025.**

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Bid No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

Sl. No.	Name of the Works	Specification of the works with requirements	Rates(Exclusive of GST)
1.	Theme based Entrance Box gates	1) USM campus main entrance gate-1 no 2) USM building main entrance gate-1 no 3) Utkal Mandap Main Entrance Gate-1 no 4) Utkal Mandap Auditorium Entrance Gate-1 no. 5) Between the premises of USM and Utkal Mandap Middle Gate-1 no. (It should be decorated with Odishan horizon and temple culture carving works like fiber thermo cool, dry grass, plaster paris and ply batten & crafts materials)	Rate Per Sqr. Feet –  Total Amount as per demand-
2.	Path way decoration Set	1) USM Main Entrance gate to USM Main Building entrance gate 2) Utkal Mandap Main Entrance Gate to Auditorium Entrance Gate (it should be decorated with Odishan horizon and temple culture carving works like thermo cool, dry grass plaster paris and ply batten & crafts materials) 3) Multi Colour Flags -40 nos.	Rate Per Sqr. Feet –  Total Amount as per demand-
3.	Ambiance Decoration Lights & USM Buildings, Lawns etc. Lights	1) Palco Lights-100 nos. 2) Rope Lights as per actual required for the USM building. 3) City Scan(6 nos.) and LED chain lights(200 nos.) for building & lawn, 4) Pipli Lanthan Lights-200 Nos. (Around the premises of USM & Utkal Mandap Auditorium), 5) Green Metal Halogen Lights-25 Nos. (For Trees), 6) Lighting for 5 Ethnic designed gates	Total Amount as per demand-
4.	VIPs & General Sitting arrangement. Carpeting and Stage arrangements for guests	1) VIP Sofa with Covers -15 nos. (3 Seaters) 2) Centre Table – 6 nos. 3) Banquet Chairs (VIP) with Covers-100 Nos. 4) Red synthetic carpeting on the 6,000 sqr feets areas 5) Stage arrangement for Guests (Providing of Canvas Folders, Pens, Letter Pads, Uttariya for 20 Guests, Momento, Bookey, Uttariya for 10 Nos. of awardees, Chairs, Tea poy, white Bed sheets and Towels, Salita, Ghee & Candles etc.) 6) Fibre Dustbin (Big Size)-10 Nos. 7) Plastic chairs with good quality-1000 Nos. (including	Total Amount as per demand-

*B. Kalabadi*  
15/11/25

		transportation charges) 8) Gallery Ceiling-6000 Square feet	
5.	Printings Materials (Invitation Card, Standy, Hoarding)	1) Invitation Cards with Envelopes-300 Nos. each with designing for 4 sides 2) Standi-15 Nos (size-6 x 3) 3) Hoarding-4 Nos (Size-16 x 10)	Total Amount as per demand-
6.	Flower Decoration (Natural & Artificial Flowers) and Bamboo Bouquets	1) Flowers decoration for Stage(Front), as per actual required 2) Flower decoration for 5 Gates, Statues, God Place and Diya(Deepa) place, as per actual required 3) Meeting Tables & Podium decoration etc. 4) Non seasonal flower plant with Bamboo Bouquets-20 nos. 5) Flower Pots with flowers-40 nos	Total Amount as per demand-
7.	Local Transportation	1) Arrangement of fuels for College Bus to pick up and drop the Boarders of the Boys' and Girls' Hostel – 100 Kms per day. 2) Arrangement of Swift Dzires for Guests/Accompanists	50 Km per day for Bus
08.	Providing of Generator	1) 125kw DG with Fuel (For 04 days)	
09.	Video and Still photo coverage including photo Album for 4 days	1) Videography-2 Nos. Camera(Good Quality) 2) Still Photography-2 nos. Camera(Good Quality)	Total Amount as per demand-
10.	Deployment of Security & Sweeper	1) Deployment of Sweepers- 4 Nos. (12/02/2025 to 15/02/2025 and 6 A.M to 10 P.M.) 2) Deployment of Security Guards-04 Nos. (12/02/2025 to 15/02/2025 - 24 hrs)	Total Amount as per demand-
11.	Refreshment for Artists, Guests, Students & Staff, Media personnel etc. On programme days and rehearsal days. Special refreshment/snack items for Guests for 4 days	6) Tiffin pkts-250 Pkts. (For 03 rehearsal days -750 Pkts.) 7) Tiffin pkts-700 Pkts. per day for the Participants, Staff, Students & Media Personnel for 4 programmed days each (Including mineral 200 ml. Water bottles-2800 Nos.) 8) Special Refreshment for Guests for Program day - 20 pkts. each day) 9) Tea per day- 150 Nos. 10) Coffee per day-50 Nos. (Statement Attached below)	Total amount as per demand
12.	Anchoring Charges	Anchors with good presentation and speaking quality (Odia, English) for 3 days. Mrutyunjay Rath, Madhumita Mohanty, Srinibash Ghatuary	
13.	Necessary arrangement for opening day chorus	Hiring of Music players in the field of Octopad, Keyboard as per requirement	
14.	<b>Department wise requirements for Cultural program :-</b> Providing/hire of makeup men, ornaments, costume, makeup, Light designers for Odissi Dance & Chhow Dance programmes and set and hand properties for Drama production. Hire Accompanists for Hindustani Violin and programmes.	<b><u>Drama "Bhagabata Janma" Total character-35 Nos &amp; Nos. of Scene-17:-</u></b> x) Scripts (84 Pages) – 12 Copies xi) 11 Songs to be recorded with singer charge & studio charge xii) <b><u>Costume, ornaments &amp; make up items:-</u></b> Jagannath Das-01 No., Radha-01 No., Padmabati-01 No., Paramananda (Radha's Father)-01 No, Srota Mandali-07 Nos, Gayak- 01 No, Gopi Gana-07 Nos., Jogamaya (Durga)-01 No, Abadhan-01 No, Brahmana Gana-05 Nos., Sisu Jagannath-01 No., Ratha Sharma(Sri Mandir Pujak)-01 No., Dadni Mishra (Sri Mandir Pujak)-01 No., Krushna-01 No., Prataprudra Dev(King)-01 No., Govinda Vidyadhar (Senapati)-01 No., Chaitanya-01 No., Madha Das (Chaitanya Disciple)-01 No., Dibakar Das(Jagannath Anugatya)-01 No., Balaram Das-01 Nos., Dasa Avatar-10 Nos.	Total amount as per demand

*16/02/25*  
*13/12/25*

		<p>xiii) <b>Set Props:-</b> Rajabati-01 No., Chalaghara -04 Nos., Shree Mandir-01 No., Mukti Mandap-01 No., Shree Mandir Premises and other requirements as per stage necessity.</p> <p>xiv) Light Designers-01 No.</p> <p>xv) Music Director-01 No.</p> <p>xvi) Sound Operator-01 No.</p> <p>xvii) Make up Man-01 No.</p> <p>xviii) Costume-05 Nos.</p> <p><b>Chhow Dance- "Tamudia Krushna" Total-12 Nos. of Chhow Dancers:-</b></p> <p>vi) <b>Ornaments:-</b> Side Mukuta(Male)-04 Nos., Side Mukuta (Female)-04 Nos., Radha Mukuta-01 No., Krushna Mukuta-01 No., Head Lace (male)-04 Nos., Head lace (Female)-04 Nos., Kanafula-10 Nos., Gungura-10 Pairs, Neck Chicko and Hara-10 Nos., Kesi (male)-05 Nos., Antapati-10 Nos., Banshi-05 Nos.</p> <p>vii) <b>Costumes :-</b> Ghagra-05 Nos., Radha (Green Colour)-01 No., Sakhi-04 Nos., Sakha (Red Dhoti)-04 Nos., Krushna (yellow)-01 No.</p> <p>viii) Makeup items for above 12 Nos. of Artists</p> <p>ix) Light Designer-01 Nos.</p> <p>x) Musicians: Mahuri, Dhola, kadka, Dhumsa, Flute</p> <p><b>Odissi Dance:- Total-15 Nos. of Dancer</b></p> <p>iii) Make Up of 15 Nos. of artists</p> <p>iv) Light Designer-01 No.</p> <p><b>Tabla:-</b></p> <p>iv) Harmonium Accompanist-01 No.</p> <p>v) Manjira-01 No.</p> <p>vi) Tarang-01 No.</p> <p><b>Flute/Violin/Sitar:-</b></p> <p>ii) Accompanists- Synthesizer-01 No. Octopad-01 No. Harmonium-01 No.</p>	
15.	The light arrangement for the stage will be done as per the requirement of the artist. A tentative specifications of the light and sound arrangement for the stage is given below	<p>1) Building Top roof Sharpy Moving Light -10 Nos.</p> <p>2) Building Top Roof Strip Light- 2000 Feet</p> <p>3) Sharpy Light for Stage -10 Nos.</p> <p>4) Palco Light-100 Nos (64 Bulbs).</p> <p>5) CO 2 Light-6 nos. Odissi Dance and Drama programmes</p> <p>6) General PAR 64 Light-60 Nos. with GEL</p> <p>7) Beam Light-8 nos.</p> <p>8) Haze (Smoke) Machine-4 Nos.</p> <p>9) Two side Rustom (20 ft. Height) lights at stage left and right</p> <p>10) Blender with Colour-12 nos.</p> <p>11) Multi Twenty with Burn Doors-8 nos.</p> <p>12) Profile Light (56/36/19 Degree)-20 Nos.</p> <p>13) Supply of Fire Extinguishers-5 nos.</p> <p>14) PC Lights-20 Nos. (For Drama Play)</p>	Total amount as per demand
16.	The sound arrangement for the stage will be done as per the requirement of the artist. A tentative	<p>1) Linery sound JBL Original Big Size(at Stage left &amp; right)</p> <p>2) Top JBL with good quality-8 nos</p> <p>3) Double Low with good quality-4 nos.</p> <p>4) Stage Monitor-08 nos.</p>	Total amount as per demand

*L. Lakshmi*  
13/1/23

	specifications of the light and sound arrangement for the stage is given below	5) Stage Filer-4 nos. 6) 48 Chanel sound mixture machine- 1 no. (Digital) 7) Cordless Microphone-6 nos (Sennheiser/Shure brand) 8) Podium Microphone-2 nos. (Sennheiser/Shure brand) 9) Podium Light-1 no. 10) Micro Phone-40 (Sennheiser/Shure brand) 10) Small Microphone Stand-20 nos. 11) Big Microphone Stand-20 nos 12) Snake Cable- 2 Nos (60 mtrs, each). 13) Sound boys on stage -4 nos 14) Cordless Laple Mic- 15 nos. (For Drama Production) 15) Ground Microphone Fantom -8 nos. (High Frequency) 16) CD/DVD Player-1 no. 17) Effect Processor-01 No.	
17.	Backdrops on Stage & LED Wall	1) Ethnic temple culture (Odisha Art & Culture) with craft materials 3 dimensional multiple box set with Carving. 2) Entry and Exit Stage Gates-02 Nos. 3) Riser-3 ft height x 2 ft. Width x 8 ft length-06 Nos. 4) Riser- 1% ft. Height x 2 ft. Width x 8 ft. Length-06 Nos. 5) Riser-0.6 inches height x 2ft width x 8ft length-06 Nos. 6) LED Wall – 20 ft x 10 ft 1 no. (Model P3 Day & Night)	Total amount as per demand
		<b>Add :- GST (CGST+SGST)-18%</b>	
		<b>Grand Total</b>	

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

**I understand that you are not bound to accept any proposal you receive.**

I remain,  
Yours faithfully,

**Authorized Signatory [In full and initials]:** \_\_\_\_\_  
**Name and Designation of Signatory with Date and** \_\_\_\_\_  
**Seal: Address of the Bidder:** \_\_\_\_\_

*Handwritten signature and date:*  
B1/1/28



**FIN-2  
(Part-B)**

**SUMMARY OF FINANCIAL PROPOSAL**

Sl. No.	Fee Particulars	Amount in INR
A	Total estimated cost as per Fin-2 (Part-A)	
B	GST@	
<b>Grand Total (A+B)</b>		
<b>In Words</b>		

*A. Geelkowsat*  
*13/12/25*

## SECTION - 6

### ANNEXURE-I

#### BID SUBMISSION CHECK LIST

Sl no	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID</b>			
<b>(PART – A)(ORIGINAL)</b>			
1	Filled in Bid Submission Check List ( <b>ANNEXURE-I</b> )		
2	Covering Letter ( <b>TECH -1</b> )		
3	Bid Processing Fee of <b>Rs. 6,000/-</b> ( <b>Rupees Six Thousand</b> ) (date of deposit/transfer)		
4	EMD of <b>Rs. 51,000/-</b> (Rupees Fifty one thousand only) (date of deposit/transfer)		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copy of IT Returns for the last 03 FYs (2021-22, 2022-23 & 2023-24)		
9	General Details of the Bidder ( <b>TECH - 2</b> )		
10	Financial Statement details of the bidder ( <b>TECH - 3</b> ) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
11	List of completed assignments of similar nature (Past Experience Details) ( <b>TECH - 4</b> ) along with the copies of work orders for the respective assignments		
12	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. ) ( <b>TECH – 5</b> )		
13	Bidder should have positive net worth in the last financial year (FY 2023-24) ( <b>TECH – 6</b> )		
14	Presentation of assignment (Theme based gate, stage etc.) in PDF & PPT mode ( <b>TECH-7</b> )		
15	Copy of the Electrical License/ Contractor hired by the Agency.		
<b>FINANCIAL BID (Original + Soft Copy in PDF Format)</b>			
1	Covering Letter ( <b>FIN-1</b> )		
2	Summary of Financial Proposal		

**Undertaking:**

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered, along with Index Page.
- All pages of the Bid have been sealed and signed by the authorized representative.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

*[Handwritten Signature]*  
B/B/B

**Annexure-II**  
**PERFORMANCE BANK GUARANTEE FORMAT**

To,

**The Principal**  
**Utkal Sangeet Mahavidyalaya**  
**Bhubaneswar-751001.**

WHEREAS (Name and address of the Consultant) (herein after called "the Consultant") has undertaken, in pursuance of Tender Call Notice no..... dated to undertake the service  
(Description of services) (Herein after called "the contract").

AND WHEREAS it has been stipulated by (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee.

NOW THEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the .... day of ,2024

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt .....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
(Signature of the authorized officer of the Bank)  
.....

*L. Kalapaty*  
13/11/25